

Hardin County Schools
155 Guinn Street
Savannah, TN 38372



Ph (731) 925-3943
Fax (731) 925-7313

TOMORROW'S SUCCESS BEGINS TODAY.

TO: All Applicants for Teaching Positions

FROM: Director of Schools

RE: Application Procedure

We appreciate your interest in the Hardin County School System. We know that to be successful in our mission of providing quality education to the children of Hardin County, we must employ the very best teachers available. Please help us in our efforts to do this by providing the following:

1. An up-to-date, complete **resume**.
2. A copy of all **college and high school transcripts**.
3. A recent **photograph/photo ID**.
4. A copy of your **valid Tennessee teaching certificate(s)**.
5. A copy of any **out of state teaching certificate(s)**.
6. A copy of your **NTE or Praxis scores**.

RETURN TO:

Hardin County Schools
155 Guinn Street.
Savannah, TN 38372

HARDIN COUNTY SCHOOLS

an equal opportunity employer

Date: _____

APPLICATION FOR TEACHING POSITION

(including administrators, counselors, media specialists,
psychologists, social workers, vocational)

INSTRUCTIONS: Complete (please type or print) all sections accurately to facilitate processing your application.

The following information is required before an application is considered complete: three professional references, copy of teaching license, Praxis test scores, transcripts of course work at all colleges and universities.

*If out of state, provide copies of appropriate certification test.

Date available to begin employment _____

_____-_____-_____
Social Security Number

1. PERSONAL DATA

Applicant's Name _____		_____		_____		_____	
Last		First		Middle		Former Last Name(s)	
Address: _____						Telephone _____	
_____						() _____ home	
_____						() _____ work	
City		State		Zip		() _____ cell	

2. EMPLOYMENT/REFERENCES

Are you currently employed?	<input type="checkbox"/> YES	If YES, may current employer be contacted for verification?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> NO	If NO, state reason(s):	_____
POSITION(S) DESIRED: _____			
List Grade and/or Subject Preferences: _____			
List sports/club activities you would be willing to coach/sponsor: _____			
List languages in which you are proficient: _____			

3. TENNESSEE CERTIFICATION INFORMATION (Certification Web Site: <http://www.state.tn.us>)

Do you have a Tennessee Teaching Certificate? (Required if employed) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Copy Attached			
If YES:	_____	_____	_____
	Certificate Number	Endorsement(s)	Type
If NO:	Application has been made <input type="checkbox"/> Yes <input type="checkbox"/> No	Letter From University Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	

4. EDUCATION (Copy of Transcripts should be attached to application)

High School/Colleges/Universities	Dates Attended	Hours Credit	Degree Earned	Major/Minor	Date Conferred

5. REFERENCES

List three former supervisors or college teachers from whom you wish to use as references.			
Name and Title	Address	City, State, Zip	Phone
_____	_____	_____	() _____
_____	_____	_____	() _____
_____	_____	_____	() _____

6. EMPLOYMENT

List **all** employment in chronological order, beginning with your current employment. Attach additional pages, if necessary.

POSITION (Grade/Subject)	DATES From To	TOTAL Yrs.	SUPERVISOR'S NAME	TELEPHONE	SCHOOL DISTRICT/ORGANIZATION/STATE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

7. INTERNSHIPS/STUDENT TEACHING EXPERIENCE

School	Dates	Grade(s)/Subject	No. Weeks	Supervising Teacher*
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Applicants who do not have teaching experience are required to furnish a reference from supervising teacher.

8. HIGHLY QUALIFIED INFORMATION

Do you have a teacher qualification assurance page from TN? ☐ Yes ☐ No Another State? ☐ Yes ☐ No

9. OTHER DATA

Knowingly falsifying information required by 49-5-406 (a) (1) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney for prosecution. The accuracy of such information may be verified by fingerprints and criminal history record check conducted by the TBI pursuant to 49-5-413(a). The provisions of 49-5-406(a)(1) shall not be construed or implemented to compel disclosure of a parking or moving traffic violation if the maximum sanction provided by law for such violation does not include a period of confinement.

Are you presently under contract? ☐ Yes ☐ No Date contract expires: _____

List special honors won in college and/or your profession: _____

Each of the following questions must be answered with a "yes" or "no". If any answer is "yes," please attach an explanation. Include final disposition of investigations.

Have you ever failed to have a contract renewed? ____Yes ____No

Have you ever had a certificate or license denied, revoked, or suspended in any state? ____Yes ____No

Have you ever been convicted of or pled nolo contendere to a felony or misdemeanor, including DUI? ____Yes ____No

Have you ever been investigated for any act of alleged discrimination including: discrimination on account of race, color, gender, religion, age, national origin, or handicapping conditions? ____Yes ____No

Have you ever been investigated for allegations of sexual harassment? ____Yes ____No

Have you ever been accused and investigated for a crime of child abuse or physical abuse? ____Yes ____No

Have you ever been dismissed from a school system for cause? ____Yes ____No

Were you ever allowed to resign from a school job in order to avoid investigation, charges, or termination? ____Yes ____No

Have you ever been encouraged to resign from a job? ____Yes ____No

Have you ever been suspended from your job? ____Yes ____No

Have you ever been issued a written reprimand? ____Yes ____No

Have you ever had a written complaint filed against you? ____Yes ____No

Have you ever been removed from any assignment or extra-curricular activity? ____Yes ____No

Has anyone ever reported or accused you of inappropriately using the computer or cell phone during regular school days? ____Yes ____No

Has anyone ever reported or accused you of any inappropriate socialization with students either during or after the regular workday? ____Yes ____No

Have you ever breached a contract with another school system? ____Yes ____No

Do you have any contagious disease which may endanger the health of school children or others? ____Yes ____No

Are you able to perform all of the essential functions of the job for which you are applying? ____Yes ____No

Have you previously applied for a job with Hardin County Schools? ____Yes ____No

I certify that I **(have) (have not)** been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination as defined in Sections 49-2-203, 49-5-501 and 49-5-511.

By filing application for employment with the Hardin County Board of Education, I understand that any misrepresentation or omission of facts on the application is cause for termination. If employed, I agree to abide by all the policies as set forth by the Hardin County Board of Education.

All applicants will be subject to a background check, which will include the requirement for fingerprinting.

Signature of Applicant _____

Date _____